

# CHECKLISTS for ORGANIZATIONS

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

For detailed instructions, be sure to read *How to Apply* in each section, *Eligibility Requirements for Organizations* on page 26, and *Instructions for Work Samples* on page 57.

## ALL APPLICANTS INCLUDE:

- ☐ The *Agency Acknowledgement Card*, self-addressed and stamped.
- ☐ Checklist – Attach this completed checklist to the top of your application packet.
- ☐ The optional survey form on page 67 helps us to provide better service.
- ☐ An adequately-sized, self-addressed stamped mailer if you want work samples returned.

## QuickFund\$

- ☐ completed application form 5
- ☐ budget form 5-B
- ☐ in-kind contributions (if applicable), use Supplement A form
- ☐ two-page narrative
- ☐ résumé or biography of key consultants, artists, or personnel (up to two pages each)
- ☐ current list of board of directors with affiliations and contact information
- ☐ copy of IRS tax determination letter
- ☐ support materials\* and work samples\*\* with an information list (if required)

## Public Programs in the Arts

Postmark deadline: February 13, 2009

(For FY 2010, all applicants are interim status.)

- ☐ completed application form 5

## Entry Track

Postmark deadline: February 13, 2009

- ☐ completed application form 5
- ☐ budget form 5-A
- ☐ in-kind contributions (if applicable), use Supplement A form
- ☐ up to five-page narrative
- ☐ résumé of organization staff (up to two pages each); indicate full or part-time status
- ☐ current list of board of directors with professional affiliations and contact information
- ☐ copy of IRS tax determination letter
- ☐ support materials\* and work samples\*\* with an information list (if required)

\*Support materials, such as a brochure, article, or letters of acceptance can strengthen your application.

\*\*Work samples show quality of work and include images, manuscripts, DVDs, CDs. See page 57 for detailed instructions.

## Public Art and Cultural Facilities

### Public Art Projects include:

- ☐ completed application form 5
- ☐ budget form 5-B
- ☐ in-kind contributions (if applicable), use Supplement A form
- ☐ up to four-page narrative
- ☐ résumé or biography of key consultants, artists, or personnel (up to two pages each)
- ☐ current list of board of directors with professional affiliations and contact information
- ☐ copy of IRS tax determination letter
- ☐ support materials\* and work samples\*\* with an information list (if required)

### Capital Expenditures and Single-phase Renovation/Construction Projects

All required items above plus

- ☐ three current competitive bids.
- ☐ original specifications for bids with a comparative summary sheet attached.
- ☐ evidence of property or facility ownership or lease ownership or lease evidence.

### Multi-phase Renovation/Construction

All required items above plus

- ☐ timeline and/or progress report keyed to the original plan and explain any delays or changes
- ☐ completed feasibility study (no more than three years old), drawings or color photographs of proposed construction, 8 x11" blueprints, and an historic significance report, if applicable
- ☐ proof of adequate liability and fire insurance.
- ☐ outline of long-range plan (for at least three years)

### Feasibility Studies

Public Art Project items above plus

- ☐ timeline
- ☐ evidence of community involvement and support